



CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

EXAMINATION ANNOUNCEMENT

DEPARTMENT: OFFICE OF THE STATE CONTROLLER

LEVEL: C.E.A. I

POSITION TITLE: Chief, Business Operations, 21st Century Project

SALARY RANGE: \$5,768.00 - \$9,830.00

FINAL FILING DATE: UNTIL FILLED

POSITION SCOPE:

If you are an individual who enjoys working in a fast paced environment, surrounded by enthusiastic and self-motivated employees, providing oversight of human resources management systems, and having business oversight control over a project being designed to help move the State of California's payroll system into the 21st Century, look no further. These are exciting times, as the State Controller's Office ushers in a new era of HR business processes and technology, which quite possibly will be viewed as the basis for future projects pursued by state agencies. The Project will use SAP software to replace the existing HRMS/payroll systems, and re-engineer State business practices to take advantage of best practices built into the software.

DUTIES/RESPONSIBILITIES:

With direction provided by the Chief, Personnel/Payroll Services Division, the incumbent will be responsible for overall project management of the business functional area of the 21st Century Project. The position will function as the Chief, Business Operations managing staff, attending meetings with various stakeholders, ensuring that the project remains within scope, on time, and within budget. The position will also work with control agencies to maintain support for the project. Specific duties include, but are not limited to the following:

- Provide project management oversight through subordinate staff in the State's effort to replace an existing legacy HR/Payroll system;
- Manage planning functions to ensure that the project remains within scope, budget, and time constraints;
- Interact with project consultants responsible for system integration; provide direction to consulting staff in project direction;
- Coordinate business and technology activities to achieve an integrated solution that best addresses the needs of the State, and to support the integration of the SAP software;
- Provide direction to subordinate staff managing the budget for the project; coordinate the efforts of the SCO's budget office, human resources office, and accounting office to manage the operating expenses of the project;
- Oversee the development of budget reports, budget change proposals, and expenditure projections;
- Manage the Project contracts to approve deliverables and authorize payments;
- Plan, organize, and monitor through subordinate supervisors, the activities of staff responsible for risk and issue management;

- Manage the identification and implementation of changes in laws, rules, policies, and business practices and interact with control agencies, departments, business partners, campuses, and various users of the systems and services of the State's personnel/payroll systems;
- Recommend positions on issues impacting the projects progress and meet with agency representatives to resolve problems;
- Work with oversight groups to ensure that reporting needs are met;
- Support advisory groups and attend coordinating council meetings.

EXAMINATION INFORMATION:

The examination process will consist of an application screening by a designated screening committee and a qualification appraisal, using predetermined evaluation criteria, qualified applicants will be competitively ranked according to their personal qualifications. In addition, all applicants must submit a standard State Application, Standard 678, as well as a Statement of Qualifications. Failure to submit either document will result in a disqualification, in which case the applicant will not be considered for the examination.

Interviews may be conducted with the most qualified applicants. Qualified applicants will be notified of their final ranking on the employment list. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months, or a new examination may be scheduled.

MINIMUM QUALIFICATIONS:

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Applicants must also satisfy the minimum qualifications shown below:

- A. Ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:
 - 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management.
 - 2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program, to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administration matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's equal opportunity office objectives.
- B. This knowledge and ability should be obtained from the following kinds of experience: Extensive managerial and program administrative experience, which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control and fiscal and personal management. (Experience may have been paid or volunteer in State service, other government settings, or in a private organization.)

Please send a typed resume and Standard State Application (Form 678) to:

Office of the State Controller
Attn: Examination Unit
300 Capitol Mall, 6th Floor
Sacramento, CA 95814

Person to contact:

Dave Spring
Telephone number: (916) 322-2791
TDD to Voice: 1-800-735-2929
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